

Personnel

Payroll Regulations

Report Pay

SMALL-SCALE EVENTS:

- .01 With approval of the appropriate division-level manager, individuals or small groups of employees (within the same division) may be authorized to receive up to 8 hours of report pay at the straight-time hourly rate if they
- Are specifically instructed not to report for work because of possible safety hazards or other extreme or unusual conditions, or
 - Are sent home from work because of possible safety hazards or other extreme or unusual conditions, or
 - Report for work in accordance with the usual work schedule and are sent home because no work is available (unless they were specifically instructed in advance not to report for work), or
 - Are unable to reach their work location because of a safety hazard at or en route to the work site.
- N o r m a l l y, employees must report to work to be eligible to receive report pay for the period of time they were delayed.
- NOTE:** In general, traffic delays caused by scheduled road closures of brief duration or construction are not safety hazards and do not make the employee eligible for report pay.
- .02 The approving manager should retain a record explaining the circumstances that lead to granting the report pay.

LARGE-SCALE EVENTS:

- .03 When unusual or extreme conditions delay or prevent the attendance of a large segment of Laboratory employees or prevent the orderly continuance of Laboratory operations, the Director may authorize up to 8 hours of report pay.
- NOTE:** Group- or higher-level managers may require employees to report or remain at work as scheduled if their presence is required for Laboratory operations.

**CASUAL AND PART-TIME
EMPLOYEES:**

- .04 Part-time and casual employees receive report pay for the number of hours they were scheduled to work.

Report Pay

- INELIGIBLE EMPLOYEES:** .05 Employees scheduled to be on paid leave, such as vacation, sick, or injury leave on a day of Director-authorized report-pay are charged with scheduled leave. Employees on leave without pay are not eligible for report pay.
- RECORDING ABSENCE:** .06 Record as “RP” on the time and effort report. Report time in 15-minute increments for nonexempt employees and hourly increments for exempt employees.